



2012 Sesquicentennial Grant Program



"The mission of the West Virginia Sesquicentennial of the American Civil War Commission is to promote awareness and commemorate the unique creation of the State of West Virginia, the role of its citizens during the Civil War era, and the continuing effect of the war on our people."

The West Virginia Sesquicentennial Commission of the American Civil War has established a fund to help local communities and organizations plan and host events to commemorate the Sesquicentennial of the American Civil War and West Virginia statehood. Grants are available up to \$5,000.

To be eligible to receive funding, a project must:

- Be free and open to the public
- Comply with federal non-discrimination statutes
- Be held in West Virginia
- Be sponsored by a local community or nonprofit organization
- Have accurate budget requests, reflecting the actual costs of the project
- Have a dollar-per-dollar match from cash and in-kind contributions
- Support the mission of the Sesquicentennial commission

Projects include, but are not limited to:

- Events
- Community Festivals
- Re-enactments and Living Histories
- Pageants
- Educational Programs for area schools
- Lectures and symposia
- Exhibit development for local libraries and/or museums
- Research and Media projects to promote local Civil War era history
- Archival projects

Directions for Applicants

Deadlines for applications are: March 1, June 1, and September 1.

Applicants should allow six weeks between the deadline and the start of the project. Programs must occur no later than December 31, 2012.

1. Complete the application cover sheet. Applications must be typewritten.
2. Complete the budget form; grant requests cannot exceed \$5,000.
3. Attach a project narrative of not more than one-page, which includes:
 - a. Information on the sponsoring organization and key project staff
 - b. A description of your planned event/program
 - c. Your target audience and its anticipated size
 - d. Your marketing plan.
4. Budget narrative.

Grant Application Review

All grant applications will be reviewed by the West Virginia Sesquicentennial Commission of the American Civil War or a subcommittee of the commission designated by the chairperson. - Funds are limited, so not all applicants will receive grants or may receive less than the amount requested. Applicants are welcome to explain their application at the commission meeting by attending or phoning in. Grant recipients will be notified within one week of the commission meeting.

All projects which receive funding must include the commission logo on the printed materials (i.e. brochures, fliers, banners) and include the following sentence in media materials: "This project is provided with financial assistance from the West Virginia Sesquicentennial Commission of the American Civil War." A final report on the project, including a budget report, will need to be submitted to the commission within 90 days of the project's completion.



Sesquicentennial Funding Application



ORGANIZATION: _____ VENUE: _____

MAILING ADDRESS _____
STREET CITY STATE ZIP CODE COUNTY

CONTACT PERSON: _____ PHONE: _____

EMAIL: _____ WEBSITE: _____

DATE OF PROJECT: _____ EXPECTED AUDIENCE: _____

TITLE OF EVENT: _____

TYPE OF EVENT: _____

TOTAL GRANT AMOUNT REQUESTED \$ _____
TOTAL APPLICANT MATCHING FUNDS \$ _____
TOTAL PROJECT EXPENSES \$ _____

I certify that 1) the information in this application is true and correct to the best of my ability, 2) the organization's Board of Directors has approved this project, 3) I have the legal authority to obligate the applicant. I have read and understood the guidelines and will comply with all rules, regulations, laws, terms and conditions described therein.

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

ITEMS REQUIRED TO COMPLETE APPLICATION FOR FUNDING:

- IRS 501(C)(3) DETERMINATION
- BOARD LIST
- BUDGET FORM
- COPIES OF CONTRACTS
- VENDOR REGISTRATION
- W/9 TAX FORM
- BUDGET NARRATIVE

SEND APPLICATIONS TO:

Chelsea Ruby
Department of Education & the Arts
1900 Kanawha Boulevard, East
State Capitol Complex
Building 5, Room 205
Charleston, WV 25305



Sesquicentennial Funding Application



BUDGET FORM

EXPENSES (For This Project):

CASH EXPENSES

PERSONNEL (Your staff)

Administration/Artistic/Technical

\$ _____

OUTSIDE PROFESSIONAL SERVICES

Artistic Fees & Services

\$ _____

TRAVEL/SHIPPING

\$ _____

OTHER FEES & SERVICES

\$ _____

MARKETING

\$ _____

REMAINING OPERATING EXPENSES/SPACE RENTAL

\$ _____

/

\$ _____

TOTAL PROJECT EXPENSES

\$ _____ **LINE A**

INCOME (For This Project):

CASH INCOME

REVENUE (May be projected)

Contracted/Other Revenue

\$ _____

SUPPORT

Corporate/Foundation Support

\$ _____

Other Private Support

\$ _____

GOVERNMENT SUPPORT (Do not include this grant request)

Federal

\$ _____

State/Regional

\$ _____

Local

\$ _____

APPLICANT CASH

\$ _____

TOTAL APPLICANT MATCHING CASH FUNDS

\$ _____ **LINE B**

GRANT AMOUNT REQUESTED

\$ _____ **LINE C**

TOTAL CASH INCOME

\$ _____ **LINE D**

LINES A and D MUST BE EQUAL